

JOB DESCRIPTION
URBAN ENVIRONMENTAL DEPARTMENT
LANDSCAPE SPECIALIST/INSPECTOR

1. JOB TITLE: LANDSCAPE SPECIALIST/INSPECTOR

2. DEFINITION: The position of Urban Environmental Landscape Specialist/Inspector requires a person who can be responsible for the enforcement of the City's Landscape Ordinances and other related laws and ordinances. This position requires an individual who possesses the in-depth knowledge to identify plant materials, the ability to read and understand site plans and specifications, the ability to inspect and monitor landscape construction projects, and the ability to manage all aspects of project surety bonds. This position also requires a person who possesses a personal disposition and the psychological qualities necessary to work well with the public and other employees. The employee will work under the supervision of the Urban Environmental Director. All employees are responsible to the City Manager. This position is classified as Non-Exempt for purposes of the Fair Labor Standards Act and as having no significant occupational exposure to bloodborne pathogens. As Non-Safety Sensitive; the employee is subject to reasonable suspicion, post-accident, return-to-duty and follow-up drug and alcohol testing.

3. EQUIPMENT / JOB LOCATION:

- a. The Landscape Specialist/Inspector must safely operate a motor vehicle as well as a personal computer, various printers, photocopier, blue line copier, calculator, telephone, facsimile machine, multi-line telephone system, tape measure, measuring wheel, camera, miscellaneous office equipment and accessories customarily used in an office environment.
- b. The job location is in the Urban Environmental Department. Work will be performed both indoors and outdoors, with primary work performed outdoors regardless of weather conditions. The employee will be expected to make frequent inspection trips to numerous sites, both improved and unimproved, within the City limits of Murfreesboro. Work is characterized by close daily contact with unpleasant materials and working under occasional adverse weather conditions. All City facilities and vehicles are tobacco-free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Reviews landscape, grading and site plans for compliance with the City's Landscape Ordinance.
- b. Creates, maintains, and updates project files.

- c. Identifies potential conflicts with landscape plans and describes possible solutions to resolve problems.
- d. Inspects landscape installation and materials at different sites to ensure compliance with approved plans, City ordinances and standards, and confirms continued compliance with the three (3) year landscape requirements.
- e. Confirms receipt of Certificate of Compliance, Installation Bond and three (3) year Landscape Maintenance Bond, as well as revised and “as built” landscape plans from developers.
- f. Determines the amount of bond to be required for different types of projects at different stages of development. Work includes consulting with developer’s representatives, City personnel and, if appropriate, making adjustments to bond amount based on progress of work.
- g. Monitors bond expiration dates to ensure compliance and releases or seeks enforcement of bonds at the appropriate time.
- h. Answers and investigates complaints, notifies persons affected by work, fulfills special requests or offers explanations and maintains record of complaints.
- i. Creates and maintains project files.
- j. Works with City department heads and other personnel in the development of plans and specifications for City projects.
- k. Safely operates a motor vehicle for the purpose of visiting sites.
- l. Performs duties while standing, walking, bending, sitting, or climbing.
- m. Works with contractors to solve unusual problems; confers with the Director as necessary to ensure compliance.

5. EXAMPLES OF OTHER WORK TO BE PERFORMED:

- a. Attends meetings as required.
- b. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least twenty-one (21) years of age.
- b. High school diploma or equivalent required. Some college or university training in Horticulture or Urban Forestry preferred.
- c. Must have had at least two (2) years of experience relevant to landscape construction/development, site plan review and identification of plant materials.
- d. Possess a driver’s license valid in the State of Tennessee with the ability to safely operate a motor vehicle.
- e. Must not have been convicted of or pleaded guilty to or entered a plea of *nolo contendere* to any felony charges or to any violation of any federal or state law or City ordinance relating to force, violence, theft, dishonesty, gambling or controlled substances.

- f. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any misdemeanor charges involving DUI/DWI or alcohol within the past five (5) years.
- g. Must have legal authorization to work in the United States of America.
- h. Must have basic knowledge regarding plant identification including but not limited to trees, shrubs, vines, groundcovers, grasses, etc.
- i. Knowledge of or ability to learn and apply City standards, City Code, Section A – Zoning Ordinance.
- j. Good human relations skills with the ability to effectively communicate in English and to promptly deal with the public, elected officials, members of boards and commissions, department heads, other employees of the City, and employees of other government agencies.
- k. Must be able to communicate effectively with financial institutions and surety companies in order to properly bond projects.
- l. Must be able to read, write and comprehend contracts and other documents in order to ensure compliance with the requirements of the City of Murfreesboro.
- m. Ability to effectively operate a personal computer and specific knowledge of Word, Access, and Excel software.
- n. Designs, builds, and maintains databases related to the position of Landscape Specialist/Inspector.
- o. Knowledge and ability to interpret zoning maps and site plans.
- p. Possess temperament and good judgment to effectively and diplomatically deal with the public, some of whom may be irate and unreasonable.
- q. Excellent communication skills, both written and verbal.
- r. Ability to research information and prepare reports as directed.
- s. Ability to access archive files and retrieve information.
- t. Ability to report for work on time and perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- u. Ability to walk for extended periods of time on rough terrain and to traverse unimproved construction sites for the purpose of field inspections.
- v. Ability to accurately and efficiently administer and manage project and budget costs.
- w. Have a good reputation for and ability to maintain confidentiality.
- x. Must be available to work hours as needed or as necessary.
- y. Ability to perform the duties of the job for a complete workday.
- z. Physical and mental ability to work independently.
- aa. Ability to perform a variety of task simultaneously with frequent interruptions.

Non-Exempt
Non-Safety Sensitive
January 22, 2008